



Departmental Quarterly Performance Report

Department Name: Procurement Management

Reporting Period:

2002-2003

3rd Quarter

(April – June 2003)

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<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>1. Initiative: Generate savings through contract negotiations and improved procurement methods and practices. The goal is to generate total savings to the County of \$15 million in FY 2002-03.</p> <p>Status: This goal was exceeded during previous quarters. Savings of in excess of \$25.5 million have been generated this fiscal year (\$6.7 million during the 3rd quarter) through negotiations and improved terms and conditions. Savings will be recoverable over the duration of the contract and OTR years.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>2. Initiative: Increase vendor participation in the County's procurement processes to enhance competition and inclusion and reduce prices. The goal is to increase the number of enrolled vendors from 2011 to 2400 by end of FY02-03. Continue vendor outreach, educational program activities and to participate in community outreach meetings.</p> <p>Status: Projections exceeded the goal during the 2nd quarter when enrollment reached 2553. During the 3rd quarter, enrollment was increased to 3388, a 33% increase over the 2nd quarter. DPM staff participated in 56 community outreach activities in the 3rd quarter, a decrease of 60% from the 2nd quarter activities of 90. The decrease in activities is due to budgetary restrictions following the implementation of the County's 5% Savings Plan which eliminated outreach expenses for the remainder of the fiscal year.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>3. Initiative: Eliminate the number of unjustified bid waiver and sole source acquisitions to reduce number of bid waiver and source acquisitions by 10%.</p> <p>Status: The SAP Division has identified 195 bid waiver and sole source contracts which should be openly competed when they expire. One hundred and two (102) of these contracts were identified during the 3rd quarter. These contracts were forwarded to the Bids & Contracts Division to be openly competed. Due to limited staffing (all vacant positions are frozen) and the unavailability of technical specifications, most of the contracts cannot be competed. As such, extensions of all non-competed actions continue to be processed.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>4. Initiative: Increase the average number of responses received with each solicitation for bids and RFP's to enhance competition and reduce prices. The goal is to increase the average number of responses received by 8% for RFP's and by 10% for ITB's.</p> <p>Status: This goal was exceeded. RFP responses for the 3rd quarter averaged 9 responses per solicitation, an increase of 125% over the 2nd quarter (4 responses) and a 200% increase over the number of average responses (3) received during FY 2001-02. ITB responses averaged 5 responses per solicitation, the same number reported during the 2nd quarter. This average represents a 25% increase over the average number of responses (4) received during FY 2001-02.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>5. Initiative: Reduce the number of annual contract extensions by 15%, from an average of 466 extensions (116 per quarter) to 396 (99 per quarter) by end of FY02-03.</p> <p>Status: This goal was met during the 3rd quarter. Ninety-seven (97) contract extensions were processed this quarter (only 2 extensions below the goal). Total contract extensions for the fiscal year of 300 are consistent with the goal of an average of 99 extensions per quarter (a 15% reduction). Meeting this goal during the 4th quarter may not be possible due to the hiring freeze.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <u>Technology</u> <i>Fiscal Responsibility</i></p> <p>6. Initiative: Develop alternative procurement strategies through the use of innovative procurement methods.</p> <p>Status: DPM is participating in a national association of government agencies and purchasing officials, known as U.S. Communities, to leverage the purchasing power of government agencies throughout the country. On April 23, 2002, the Board granted approval for the advertisement of a solicitation co-sponsored by US Communities for the purchase of photocopiers for the County. The contract has been awarded and will go into effect in June 2003.</p> <p>Finally, in February 2003, DPM was conferred the Outstanding Agency Accreditation Achievement Award from the National Institute of Governmental Purchasing (NIGP). DPM is one of only twenty counties in the entire</p>	<p><input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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United States receiving this commendation.	
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>7. Initiative: Implement and further enhance procurement procedural efficiencies and resources by amending portions of the County Code governing the procurement process.</p> <p>Status: DPM has hired an Assistant Director of Business Process, who is charged with the task of revising the County's Procurement Code. The Code review process began in June 2003.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input checked="" type="checkbox"/> ECC Project <input checked="" type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <u>Technology</u> <i>Fiscal Responsibility</i></p> <p>8. Initiative: Creation of Technical Services/Information Systems Division to (a) manage the development and implementation of e-Procurement initiatives; (b) implement version 5.1 of the County's Advanced Purchasing and Inventory Control System (ADPICS); and (c) manage the internal MIS functions.</p> <p>Status: The new division has been established, the Division Director has been appointed, and the newly formed IT Procurement Unit is now reporting to this Division. Phase 3 of e-Procurement is underway and expected to be completed during FY 03-04. ADPICS 5.1 has been fully implemented. Analysis of 10 modifications are currently underway to further enhance the ADPICS system.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input checked="" type="checkbox"/> ECC Project <input checked="" type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>9. Initiative: Introduce legislative and system improvements strengthening the use of full and open competition. Implement the role of the Competition Advocate in order to increase competition and participation by small and minority businesses.</p> <p>Status: The Competition Advocate was recruited by DPM in December 2001 and is charged with evaluating all County contract solicitations to challenge any unnecessary restrictions and promote full and open competition. The department created the Strategic Acquisition Planning (SAP) Division, including the newly formed Competitive Acquisition (CA) Unit, to strengthen the use of full and open competition and achieve further negotiated savings and improved contract terms and conditions. Internal guidelines to facilitate the coordination of procurement functions among the Competitive Acquisition Unit and the</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input checked="" type="checkbox"/> ECC Project <input checked="" type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>

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<p>Department's procurement operations units have been developed.</p>	
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>10. Initiative: Review and evaluate the 2% surcharge on purchases made by other jurisdictions utilizing Miami-Dade County established contracts.</p> <p>Status: The surcharge fee program expired in April 2003. The Department developed a replacement program, User Access Program (UAP), that allows for revenue sharing with municipalities and provides a more efficient and effective collection of fees due to the County, while enabling other jurisdictions to make purchases from County established contracts. This replacement program passed Committee review in March 2003. Following collaboration with the County Manager's Office and the Office of Management and Budget, the UAP program will be expanded to include a fee on County purchases through a deduct from the invoice at the time of payment. This revised Program will be presented to the County Manager's Office in August 2003. Provisions to implement the program will be incorporated in the Budget Ordinance to be presented to the BCC in September 2003.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input checked="" type="checkbox"/> Other - Review Source (Describe) </p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <u>Technology</u> <i>Fiscal Responsibility</i></p> <p>11. Initiative: Coordinate IT purchases with the CIO working group on procurement of IT goods and services.</p> <p>Status: Effective November 18, 2002, all IT and communications purchasing activities were transferred to the newly formed IT Procurement Unit in DPM. Bi-weekly meetings are conducted to evaluate and develop a plan for all contracts and future solicitations to meet and exceed the needs for purchases processed through the IT Business Office (ITBO). The CIO ITBO will be reviewing the possible transfer of procurement staff and functions to DPM.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input checked="" type="checkbox"/> ECC Project <input checked="" type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>12. Initiative: Amend County's Affirmative Action Ordinance to recognize a firm's compliance with federal affirmative action standards, reduce delays in contract awards and increase vendor participation and competition in County solicitations.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response </p>

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<p>Status: DPM and DBD met and it was concluded that the County's current legislation is adequate.</p>	<p>Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>13. Initiative: Merge Administrative Orders 3-2, 3-4 and 3-16 in order to clarify and reform procurement processes into one comprehensive Procurement Administrative Order and obtain additional efficiencies through uniformity, increased thresholds and clarification of procedures.</p> <p>Status: The consolidated "Master" Procurement Administrative Order was favorably recommended with amendments by the Budget and Finance Committee and approved by the Board of County Commissioners on May 6, 2003. The new A.O. reflects the \$1 million delegated procurement authority recently approved by a separate ordinance for ITB's and RFP's, and increased the Small Purchase Order (SPO) authority for departments from \$5,000 to \$10,000. DPM Procurement Guidelines have been revised in association with the new A.O. Three workshops were conducted in June and July for Procurement Liaisons and senior staff from user departments to review and discuss all modifications to the procurement process following the passing of the new A.O. Revised Procurement Guidelines were also distributed and are available on the DPM website.</p>	<p>_____ Strategic Plan _____ Business Plan _____ Budgeted Priorities <u> X </u> Customer Service <u> X </u> ECC Project _____ Workforce Dev. _____ Audit Response _____ Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>14. Initiative: Streamlining of affidavits and the vendor registration process.</p> <p>Status: Affidavits and vendor registration are now required only at the end of the procurement process, as a condition of award, with the exception of disclosures required at the time of bid submission pursuant to the provisions of the County Code. DPM is proposing legislation that will further streamline business processes for vendors by extending affidavit renewal to a minimum of 3 years.</p>	<p>_____ Strategic Plan _____ Business Plan _____ Budgeted Priorities <u> X </u> Customer Service <u> X </u> ECC Project _____ Workforce Dev. _____ Audit Response _____ Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <u>Technology</u> <i>Fiscal Responsibility</i></p> <p>15. Initiative: Enhance current services provided to user departments, vendors and the public via the Internet. The goal is to increase the number of bid announcements issued via e-mail from 3,500 to 4,000 per month in order to reduce the cost of mailing bid announcements and to enhance and encourage competition in the bid process. DPM and ITD have entered</p>	<p><u> X </u> Strategic Plan <u> X </u> Business Plan _____ Budgeted Priorities <u> X </u> Customer Service <u> X </u> ECC Project _____ Workforce Dev. _____ Audit Response</p>

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<p>into an interdepartmental contract to provide additional e-Procurement solutions.</p> <p>Status: Phase 1 of DPM's e-Procurement initiative went live in July 2002 and has been very successful. Phase 2 was completed in November 2002. Analysis and scope for Phase 3 is completed. Design is underway. Phase 3 will focus on preparation and distribution of award sheets, online quote requests and automation of portions of the vendor registration process. An average of 7,000 bid announcements was issued via e-mail in the 3rd quarter alone. This exceeds the projection of 4,000 per month by 75%.</p> <p>Analysis and/or design is also underway to develop an automated process that allows users to view award sheet information, enable DPM to issue RFP's online and allow vendors to submit their responses electronically.</p>	<p>Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>16. Initiative: Consolidate contracts of similar nature handled by the IT Procurement Unit. The Goal is to expedite the procurement process by minimizing DPM's workload through review, categorization and consolidation of 30 IT contracts into 15 contracts in FY02-03.</p> <p>Status: During the 3rd quarter, two training contracts were consolidated into one contract. A total of 7 IT contracts have been consolidated during the 2nd and 3rd quarters.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input checked="" type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>17. Initiative: Continue to improve communication and customer service to user departments by: increasing on-site visits by DPM staff to user departments (15 per quarter), maintaining current levels of service provided by the Department Director to user departments, continuing training classes, and providing support to user departments to enhance the effective use of ADPICS, as well as developing a process for advanced acquisition planning for all procurements over \$500,000, and developing and implementing usage of five (5) "Roadmaps" by County staff.</p> <p>Status: This goal was exceeded. During the 3rd Quarter, the following site visits were conducted:</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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Area	No. Visits
Bids & Contracts	6
RFP Unit	66
IT Unit	22
CA Unit	22
Chief Negotiator	53
ADPICS	7
Total Visits	176

The number of visits for Bids and Contracts staff is low as Procurement Agents are unable to visit user departments due to workload issues as a result of staff shortages. All vacancies have been frozen due to budgetary restrictions.

The Vendor Information Center (VIC) experienced a 10% increase in visitors during the 3rd quarter (872) over the 2nd quarter (795) visitor total.

Additionally, eight ADPICS training workshops, three workshops relating to the new AO and two Procurement Guidelines courses were conducted for user departments. Three “Roadmaps” were completed during the 3rd quarter. A total of four have been completed to date.

County Mgr. Priority (Circle One): *People* **Service** *Technology* *Fiscal Responsibility*

18. Initiative: Continue to provide educational and technical assistance to vendors and potential vendors through the Outreach Program by conducting bi-monthly workshops explaining ITB and RFP preparation and submittal processes.

Status: DPM conducted six ITB and RFP workshops during the 3rd quarter. To date training has been offered to 1,269 vendors and potential vendors.

☒ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☒ Customer Service
☐ ECC Project
☐ Workforce Dev.
☐ Audit Response
☐ Other _____
 (Describe)

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Personnel Summary

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	*98	**112	*** 99	13	87	14	**** 90	**** 8		

Notes:

- * Includes 10 filled positions that were transferred to the Capital Improvement Construction Coordination (CICC) Office on January 6, 2003
- ** Includes 14 positions (10 filled/4 vacant) that were transferred to the Capital Improvement Construction Coordination (CICC) Office on January 6, 2003.
- *** 1st quarter filled positions include 10 employees that were transferred to the Capital Improvement Construction Coordination (CICC) Office on January 6, 2003.
- **** 3rd quarter filled positions excludes 3 employees previously included as budgeted positions. These employees are in-stationed to DPM, but were transferred to ITD and e-Gov in March 2003. Vacant positions exclude 5 overage positions which were approved during the 3rd quarter (3 Sr. Procurement Agents, 1 Personnel Technician, and 1 Sr. Procurement Contracting Officer).

B. Key Vacancies: Fiscal Project Manager (proposed reclassification)

It should be noted that the implementation of the 5% Savings Plan in FY 02-03 and the 12.25% attrition rate incorporated in the FY 2003-04 budget will require that DPM hold 12 positions vacant for the entire fiscal year. These restrictions will have a severe impact upon operations.

Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management**Reporting Period:** 2002-2003 – 3rd Quarter***Total Vacancies Remaining (including overages and in-stationed positions):***

Position	Division/Section	Status
Sr. Systems Analyst/Programmer	Technical Services	In-station from E-Gov
Systems Analyst/Prog. 2	Technical Services	In-station from E-Gov
Computer Tech 2	Technical Services	In-station from ITD
Fiscal Project Manager	Administration	Reclassification Action Pending
Sr. Procurement Agent (Public Works)	Bids & Contracts	
Sr. Procurement Agent)	Bids & Contracts	Virginia Howard Vacancy
Sr. Procurement Agent	Bids & Contracts	Malcolm Clark Vacancy
Procurement Agent	Bids & Contracts	Martha Perez Vacancy
Procurement Technician	Bids & Contracts	Nazario Soto Vacancy
Procurement Technician	Bids & Contracts	Ana Rioseco Vacancy
Clerk 3	Bids & Contracts	Classification Action Pending
Sr. Procurement Agent	Bids & Contracts	Overage
Sr. Procurement Agent	Bids & Contracts	Overage
Sr. Procurement Contracting Officer	SAP Division/CA Unit	Overage
Sr. Procurement Agent	Technical Services Division/IT Unit	Overage
Personnel Technician	Administrative Division/Personnel Unit	Overage

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C. Turnover Issues:

Senior Procurement Agent:

There are currently four vacancies. Two of the vacancies were a result of recent retirements. One resulted from a recent voluntary demotion (at the beginning of the 4th quarter) and one position has remained vacant due to the low salary range and the department's inability to find qualified applicants willing to accept the salary level. Budgetary constraints will prevent the department from filling these positions.

D. Skill/Hiring Issues:

Senior Procurement Agent and Procurement Contracting Officer:

There is an evident disparity in the salary ranges for the Senior Procurement Agent and Procurement Contracting Officer positions. After considering similar classifications in both the private and public sector, DPM has noticed in our recent recruitments that the respective current salaries in place for the Sr. Procurement Agent and Procurement Contracting Officer positions are hindering the qualified applicant pool being considered for these vacancies. This concern is also noted in the Procurement Supervisor, Procurement Agent and Procurement Technician classifications. Revised job descriptions have been submitted to the Employee Relations Department for the review of these classifications for proper compensation and minimum qualifications.

E. *Part-time, Temporary and Seasonal Personnel. (Including the number of temporaries long-term with the Department)*

DPM has no Part-time, temporary or seasonal County personnel. Eight temporary agency employees were employed during the 3rd quarter.

NO.	CLASSIFICATION	DIVISION / UNIT
3	Clerk 3	Bids and Contracts
1	Clerk 4	Technical Services
1	Accountant 3	Administrative and Fiscal Division
2	Clerk 3	Vendor Assistance
1	Clerk 3	SAP / Competitive Acquisition

F. *Other Issues*

Not Applicable)

(All dollars in thousands)	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget (a)	3 rd Quarter		Year-to-date			
			Budget (b)	Actual (c)	Budget	Actual	\$ Variance (d)	% of Annual Budget
Revenues								
<i>Proprietary</i>	539	400	100	18	300	119	(181)	29.84%
<i>CICC Transfer</i>		1,108			277		(277)	
<i>Capital Working Fund</i>		503	126		378		(378)	
<i>GF Transfer</i>	6,678	4,496	1,124		3,372		(3,372)	
<i>Carryover</i>								
Total	7,217	6,507	1,350	18	4,327	119	(4,207)	
Expenses*								
<i>DPM</i>	5,401	5,399	1,350	1,361	4,050	4,130	(80)	76.48%
ADPICS	1,010			260		714	(714)	
CICC	758	1,108		8	277	287	(10)	25.89%
Total	7,169	6,507	1,350	1,629	4,327	5,130	(804)	

*Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Comments:

- a) The budget column excludes ADPICS as this funding is provided as a mid-year adjustment. The budget includes the CICC function.
- b) The 3rd quarter budget reflects $\frac{1}{4}$ of the total budget amount. Staff associated with the CICC function transferred on January 6, 2003. The budget for this function has been removed from the 3rd quarter budget column. The ADPICS budget is to be transferred to DPM as a mid-year adjustment during the 4th quarter.
- c) Actual CICC expenses for the 3rd quarter to be transferred to that department. No expenses to be reflected after the January 6, 2003 transfer of staff. Actual revenue is lower than expected due to a decrease in surcharge revenue.
- d) The proprietary revenue variance is due to the reduction in surcharge revenue as explained under note c. The Capital Working Fund variance is due to pending funds to be provided at the end of the fiscal year. The General Fund variance is due to the pending budget which was approved during the 4th quarter as a mid-year adjustment (for ADPICS), and a mid-year supplement for additional expenditure items, including overages and termination pay.

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

All efforts to expend within the authorized amount have been made. The department has placed a freeze on hiring, initiated certain layoff actions for designated positions, restricted outreach efforts, eliminated overtime, significantly reduced training, travel and registration expenses and minimized spending in all other areas.

Department Director Review

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date _____